

## Agenda Outline

members in attendance

Emily, Andre, Brandon, Devyn, Naomi

0. Introductions of all present

00. Signing Dr. Holzman's letter

Members agree that we need to make better use of our grad students. Encourage people to submit seminar plans, and help with advertisement for their event.

1. Learning Centre - get it into more use by:

**Brandon will consider a time to monitor the learning centre.**

**Devyn will add his mechatronics hours to the schedule to keep the door open.**

- a. Following up with lab monitors
- b. Getting 15 signed up on the schedule with IEEE memberships
- c. Getting monitors to direct some kind of activity
- d. Finish designing the sign  
**Emily and brandon will finish designing the sign tomorrow.**
- e. Finish the PAF accounting
- f. Get a PR event organized with the school **(plan for two weeks, hence)**  
ubc soe has a marketing committee! use it.  
doug owram  
jackie podger
- g. Organize the parts better
- h. Apply for a grant to build counters and shelves
- i. Comics on the walls

2. Treasurer is needed

-Naomi knows a management student named John who may be interested.

3. IT person is needed

**Naomi will send the newly interested members from the showcase to devyn to be added to the mailing list.**

4. Volunteers for one-time commitments. What interests do people have?

5. Expansion of MARS:

Members agree that MARS is currently too close to IEEE. Want to look at a more independent organization.

10 people tops on the organizing executive.

Bring in more members from other faculties.

Set MARS meeting for next Wednesday 3PM after IEEE

- encourage more committed members
- announce mars meetings
- short term goals

- participate in RASC lectures
- join weekly thursday RASC meetings
- still interest in DRAO
  - investigate truncating the time-line by making use of previous organization and signage.
  - Naomi favors reading week for an event. Brandon doesn't.
  - Worry about drive time eating into class time and hurting involvement. Early in reading week.

- a. Upcoming Big White Event - Feb 10, evening, car pooling
  - RASC says YES they want to help and can bring telescopes, binoculars, and lasers
  - allow RASC members and families to join on the group rate.
  - two weeks until the event.

- i. Advertising team: Emily, Naomi, and?
  - Must start advertising asap! Its on the 10th!
  -

- ii. Food organization: Naomi

- b. Creating more of a club structure with regular meetings and events
  - see notes above

## 6. IEEE Wings night tonight

Financial update: Andre,

Devyn should collect signing authority by going to the bank with miguel. Require appointment.

- contact information from Andre coming after meeting
- BMO

We need a second key cut for the cash-box.

Talk to Dr Holzman about getting mail room access.

- Contacted Chelsea at Campus life to see if they can create a mail box for us.
- Could also contact Renee to see what she has to say about 3rd floor mail room access.